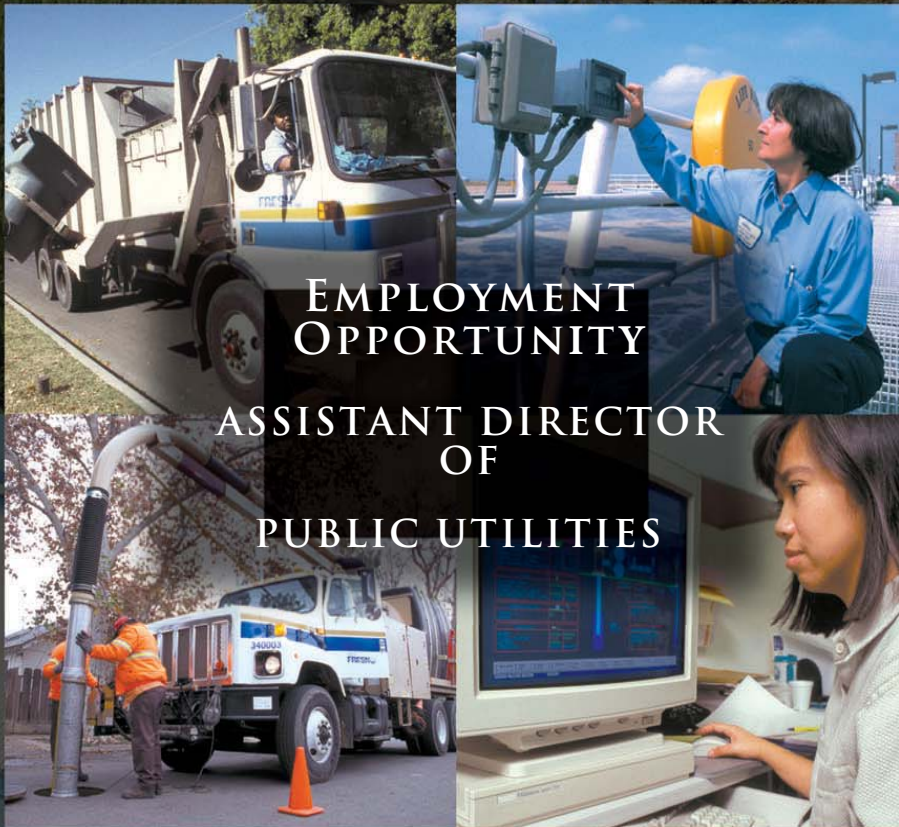
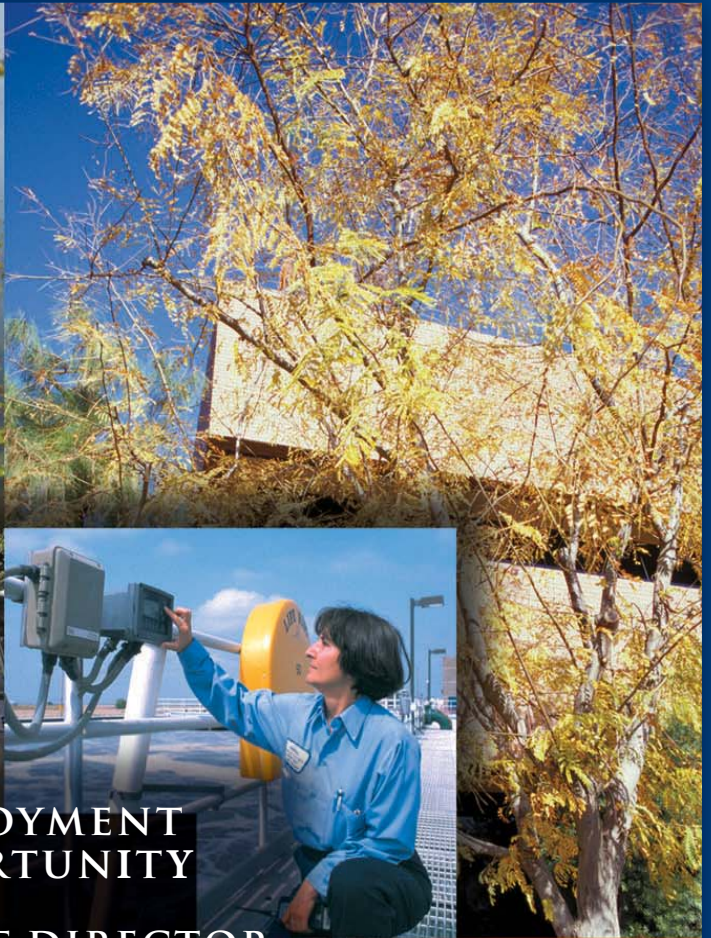
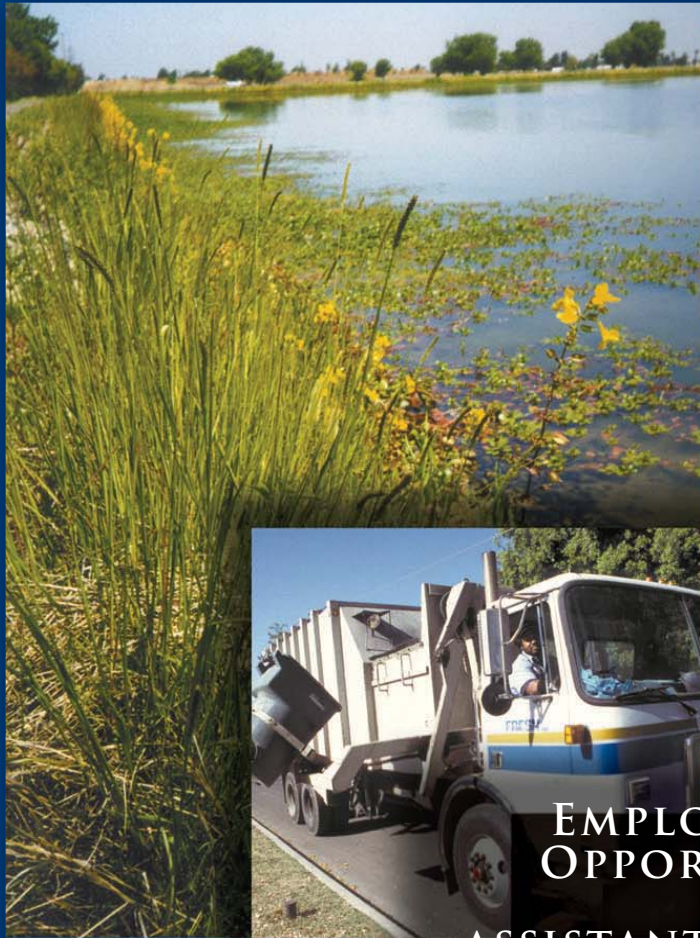
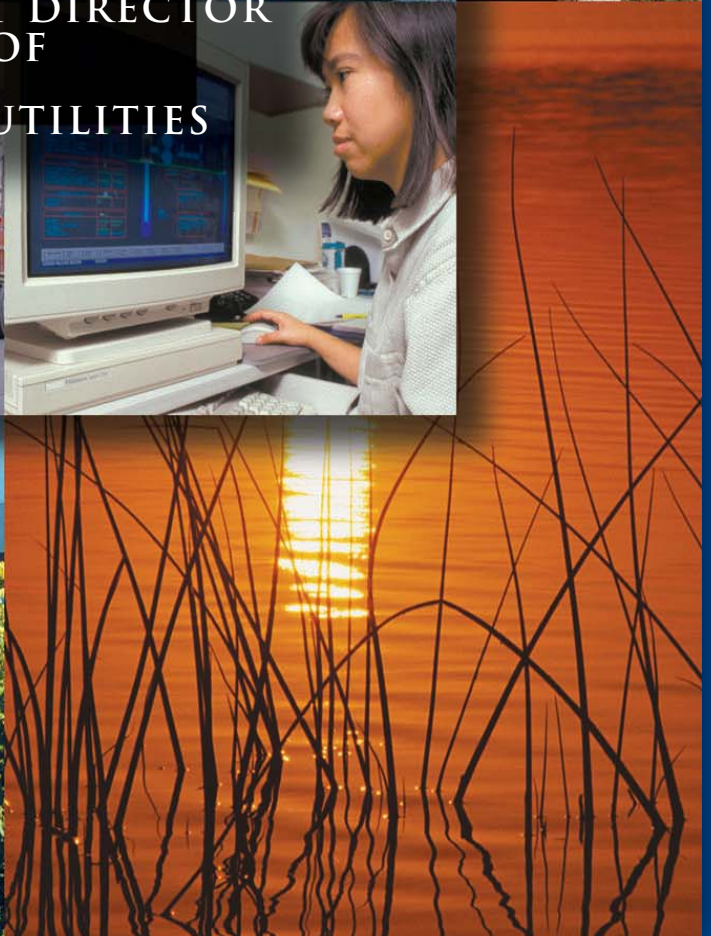


P R O T E C T I N G      O U R      R E S O U R C E S



EMPLOYMENT  
OPPORTUNITY  
ASSISTANT DIRECTOR  
OF  
PUBLIC UTILITIES



P R O V I D I N G      L I F E ' S      E S S E N T I A L      S E R V I C E S



# ASSISTANT DIRECTOR OF PUBLIC UTILITIES

## THE COMMUNITY

The City of Fresno, California is located in the fertile San Joaquin Valley. From the agricultural fields on the valley floor to the snow-capped peaks of the Sierra Nevada mountain range, the Fresno area offers something for everyone. With a population of approximately 509,000 residents, Fresno is the fifth-largest city in California and serves as the financial, industrial, trade, and commercial capital of the central San Joaquin Valley.

It is easy to travel from Fresno to other major metropolitan areas in California; the City is located approximately four hours north of the Los Angeles basin and three hours south of the San Francisco Bay Area. Residents and visitors enjoy Fresno's close proximity to the Yosemite, Kings Canyon, and Sequoia National Parks and other sites of natural beauty, such as the majestic Sierra Nevada Mountains and the Pacific Ocean. The Mediterranean climate in Fresno allows year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

An added benefit of living in Fresno is the excellent housing that is available at price levels that are considerably lower than California's other large metropolitan areas. The current median home price in Fresno is approximately \$195,900. The Fresno area offers four large school districts: Fresno Unified, Central Unified, Sanger Unified and Clovis Unified. The community is the home of California State University Fresno, as well as a number of other colleges and universities.

Many consider Fresno to be a community of the perfect size, offering the best of urban amenities and opportunities along with the unique charms and easy living of a smaller town. Residents enjoy a wide variety of social, cultural, athletic, educational and recreational activities in an affordable and clean living environment.



## CITY STRUCTURE

Fresno is a full-service charter city operating under a strong-mayor form of government. There are seven City Councilmembers. The City Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the City Council, but has veto power over certain actions taken by the City Council. The City Manager, who is appointed by the Mayor, is responsible for appointing all department heads in the City, which include Airports, Development and Resource Management, Finance, Fire, Information Services, Parks and Recreation, Personnel Services, Police, Public Utilities, Public Works, and Transportation.



## THE DEPARTMENT

The Department of Public Utilities provides reliable and efficient water, wastewater and solid waste management services with a priority of delivering high quality service in an environmentally responsible manner that is focused on the health and safety of our community. The Administration Division provides the leadership, planning and support for three major divisions; Water, Wastewater Management and Solid Waste Management, and provides administrative support to the Utilities Billing & Collection Division that provides direct service to the customer. The Utilities Billing & Collection Division is responsible for the billing and collection of the City of Fresno's utilities fees and charges with annual billings of approximately \$190,000,000. With the assistance of approximately 260 wells, 125 million gallons of water is delivered per day by the Water Division, with peak delivery at nearly 200 million gallons per day, to urban residential, commercial, and industrial customers in an area that spans more than 114 square miles including county islands. In addition to groundwater, the Fresno water supply is supplemented with water delivered directly from the Sierra Nevada mountain range to our Surface Water Treatment Facility, with a rated capacity of 30 million gallons of water per day. The Solid Waste Management Division has

oversight of exclusive and non-exclusive roll off franchise agreements, weekly collection of municipal solid waste, recyclables and green waste of approximately 1,046 tons of material each collection day. Additionally, this division provides the annual Operation Cleanup program that picks up bulky items once a year from residential customers. Finally, the Wastewater Management Division is responsible for the collection, conveyance, treatment and reclamation of approximately 68 million gallons a day of wastewater generated by the residential, commercial and industrial sewers customers in the Fresno-Clovis metropolitan area.

The adopted 2016 Fiscal Year budget for Public Utilities includes 640.5 full-time equivalent employees and a budget of \$478,222,900 for all activities.

## THE POSITION

The Assistant Director of Public Utilities assists in the planning, direction, organization and review of operations within the Department of Public Utilities. In this at will capacity, the incumbent exercises judgment and discretion in the administration and direction of an assigned group of operating divisions. The Assistant Director is responsible for the oversight of daily operations and may, in the absence of the Director, assume those duties. In addition, the Assistant Director is responsible for administering strategic plans and policies, and developing operational goals. Incumbents act as a technical advisor to the Director, attend City Council meetings, boards, commissions, and committees. The Assistant Director participates in the preparation and administration of the Department's annual operating budget and works with the Department Director regarding current and anticipated departmental needs, prioritization of those needs, and the feasibility of alternative approaches to meeting them. The Assistant Director is expected to facilitate and coordinate activities



with other departments within the City of Fresno, as well as outside agencies.

The current vacancy will oversee the Water and Wastewater Management Divisions and work directly with division managers and staff to accomplish the Department mission and objectives.

## THE IDEAL CANDIDATE

City of Fresno is seeking an experienced, engaged and strong leader who can provide long-range vision for the Department of Public Utilities. An entrepreneurial-minded individual with a capacity for independent, innovative solution oriented thinking would do well in this position, as would someone with



experience in leveraging resources, as well as leading and implementing capital projects programs. The ideal candidate will have a record of straightforward and open communication and a willingness to make effective decisions within the parameters of the position, as well as the ability to act calmly and quickly in emergency situations or under adverse conditions.

The Director is seeking an individual to serve as a key member of the Department's executive management team, recognizing this position in collaboration with others will work together to support the Mayor and the City Council's vision for the City of Fresno. A candidate with a strong record of collaborative work with internal and external stakeholders would be highly valued, as the Assistant Director of Public Utilities must be able to develop positive relationships with staff, other City departments, the public, and a number of other agencies. The Assistant Director must have excellent written and verbal communication skills, and the ability to prepare clear, concise, and comprehensive reports, records, and other written materials for a variety of audiences.



The ideal candidate demonstrates a knowledge of the day-to-day public utilities operation with a thorough understanding of compliance of legal mandates and an emphasis on water and wastewater systems that ensure public health. Candidate must possess a Professional Engineer license and five years of progressively responsible leadership and management experience in a large public utility providing water, sewer, or solid waste services; OR possession of a Bachelor's degree in engineering, business or public administration, and six years of progressively responsible leadership and management experience in a large public utility providing water, sewer, or solid waste services; OR possession of a Grade V operator license (water treatment, wastewater treatment, distribution system, or collection system) and eight years of progressively responsible leadership and management experience in a large public utility providing water, sewer, or solid waste services.

## COMPENSATION AND BENEFITS

- **Salary:** Dependent upon experience and qualifications. The current salary range is \$8,970 - \$12,621 per month.
- **Retirement:** Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best funded public systems in California. The City does not participate in Social Security.
- **Health Insurance:** The City currently contributes 73% of the current monthly premium for medical, dental, and vision for employee and dependents.
- **Flexible Spending Account:** IRS 125 Plan for health/dependent care.

- **Auto Allowance:** \$300 per month.
- **Deferred Compensation:** 457 plan available.
- **Administrative Leave:** 60 hours per fiscal year.
- **Annual Leave:** 23 days per year of annual leave with cash out provision upon separation from the City.
- **Holidays:** Ten (10) City-observed holidays annually, plus birthday and one (1) personal day per year.
- **Life Insurance:** Equal to annual salary; premium paid by City.
- **Long-Term Disability:** City pays premium for 66.66% of monthly salary up to \$7,500 per month after 30 days.

Additional information regarding the City of Fresno is available at [www.fresno.gov](http://www.fresno.gov).

## APPLICATION PROCESS

If you are interested in this outstanding opportunity, please submit a letter of interest, your resume and five references to:

**Jeff Cardell, Personnel Services Director**  
**City of Fresno**  
**2600 Fresno Street, Room 1030**  
**Fresno, California 93721**

**Filing Deadline:** **March 21, 2016**

A select group of candidates will be invited to interview for this excellent opportunity.

